



**TAKE NOTICE THAT A REGULAR MEETING
OF THE CIVIL SERVICE COMMISSION
OF THE CITY OF PHARR, TEXAS
WILL BE HELD AT CITY HALL, COMMISSIONERS' ROOM,
118 S. CAGE BLVD., 2ND FLOOR, PHARR, TEXAS
COMMENCING AT 4:00 PM ON
TUESDAY, JUNE 26, 2018**

If during the course of the meeting, the Civil Service Commission should determine that a closed or executive session of the commission is required, then such closed or executive session or meeting is authorized by Section 551.071 to 551.084 of the Texas Government Code. Notice of closed or executive session will be given after the commencement of the meeting covered by this notice.

Should any final action, decision or vote be required in the opinion of the Civil Service Commission with regard to any item discussed during the closed meeting, then such final action, decision or vote shall be made during the open meeting covered by this notice upon the reconvening of the public meeting pursuant to Section 551.102 Government Code V.T.C.S.

In compliance with Section 551.041 et seq. of the Texas Government Code V.T.C.S. (Open Meetings Act), notice is hereby given that the Civil Service Commission will meet at the time and place indicated to consider and act upon the following:

1. CALL TO ORDER:

A) Roll call and possible action on the excusing of any absent member of the governing body.

2. PUBLIC COMMENTS: *(Ordinance No. O-2015-28) A registered speaker may speak on several items or topics of public concern; however a speaker may not exceed three (3) minutes as a whole when addressing the board. A registered speaker may not donate time to another speaker. No more than five (5) registered persons may speak at a scheduled meeting. A sign-in form must be filled out prior to the meeting to allow the registered speaker to address the commission*

3. REGULAR AGENDA - OPEN SESSION:

A) Approval of minutes for Tuesday, May 29, 2018.

B) Consideration and action, if any, approving and accepting the raw and final scores from the promotional exam administered for Sergeant for PD on Wednesday, May 30, 2018.

C) Consideration and action, if any, approving and accepting the eligibility list from the promotional exam administered for Sergeant for PD on Wednesday, May 30, 2018.

4. ADMINISTRATIVE REPORTS.

5. CIVIL SERVICE COMMENTS.

6. CIVIL SERVICE DIRECTORS REPORTS.

7. CLOSED SESSION: *In accordance with Chapter 551 of the Texas Gov't. Code, the Civil Service Board of Commissioners hereby gives notice that it may meet in closed session to discuss the items listed on the public portion of the meeting agenda, in accordance with the following below:*

Pursuant to Section 551.071, the Commission may convene in a closed, non-public meeting with its attorney and discuss any matters related to **legal advice on pending or contemplated litigation, settlement offer, and/or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter.** The City and its attorney may also discuss such issues with the appropriate staff so as to obtain necessary and relevant information so that such discussion is informative and developed.

Pursuant to Section 551.074, the Commission may convene in a closed, non-public meeting to discuss any matters related to **appointment, employment, evaluation, reassignment, duties and discipline or dismissal of a public officer or employee and to hear any complaints or charges against an officer or employee.** The City and its attorney may also discuss such issues with the appropriate staff including members so as to obtain necessary and relevant information so that such discussion is informative and developed.

Pursuant to Section 551.076, the Commission may convene in a closed, non-public meeting to discuss any matters on the **deployment, or specific occasions for implementation, of security personnel or devices.** The City and its attorney may also discuss such issues with the appropriate staff so as to obtain necessary and relevant information so that such discussion is informative and developed.

Pursuant to Section 551.084, the Commission may convene in a closed, non-public meeting to discuss any matters involving an **investigation and may exclude a witness from hearing during the examination of another witness in the investigation.** The City and its attorney may also discuss such issues with the appropriate staff so as to obtain necessary and relevant information so that such discussion is informative and developed.

8. RECONVENE into open session and consider action, if necessary, on any item(s) discussed in closed session.

9. ADJOURNMENT.

AGENDA REGULAR MEETING
June 26, 2018

NOTICE OF ASSISTANCE AT THE PUBLIC MEETING

City Hall is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Clerk's Office at 956/402-4100 ext. 1003/1007 or FAX 956/702-5313 or E-mail hilda.pedraza@pharr-tx.gov or imelda.barrera@pharr-tx.gov for further information. Braille is not available.

I, the undersigned authority, do hereby certify that the above notice of said Regular Meeting of the Civil Service Commission of the City of Pharr was posted on the bulletin board at City Hall and on the City's web page at www.pharr-tx.gov. This Notice was posted on the 20th day of June 2018 at 4:00 p.m. and will remain posted continuously for at least 72 hours preceding the scheduled time of said Meeting, in compliance with Chapter 551 of the Government Code, Vernon's Texas Codes, Annotated (Open Meetings Act).

WITNESS MY HAND AND SEAL, this 20th day of June 2018




HILDA PEDRAZA, TRMC, CMC
CITY CLERK



MINUTES
CIVIL SERVICE COMMISSION
TUESDAY, MAY 29, 2018

A meeting of the Civil Service Commission was held Tuesday, May 29, 2018. Chairperson Dolores Rodriguez called the meeting to order at 2:00 pm, at the Commissioner's Room located at 118 South Cage Blvd., 2nd Floor, Pharr, Texas.

MEMBERS PRESENT: Chairperson, Dolores Rodriguez
 Vice-Chairperson, Mario Lizcano

STAFF PRESENT: Civil Service / HR Director, Anali Alanis
 Civil Service / HR Coordinator, Bea Fuentes
 Fire Chief, Lenny Perez
 Interim Police Chief Jose Luengo

ITEM 1 CALL MEETING TO ORDER

Chairperson Rodriguez called the meeting to order.

**(a) ROLL CALL AND POSSIBLE ACTION ON THE EXCUSING OF
ANY ABSENT MEMBER OF THE CIVIL SERVICE COMMISSION**

Roll call established a quorum.

Vice-Chairperson Lizcano moved to excuse Board Member Puente for being absent from the meeting. Chairperson Rodriguez seconded the motion and when put to a vote, it carried unanimously.

ITEM 2 PUBLIC COMMENTS

Dr. KC Fletcher presented Fire Code illustrations 503.3 – 503.4 regarding City Wide problems. He is concerned about first responders, Fire and Police departments that must show up to possible obstructed fire lane. Dr. Fletcher has relayed infractions electronically; however, the issue continues. Dr. Fletcher has expressed that Costco is a danger to themselves, first responders and to the public regarding using their fire lane as part of their business and does not put blame on the City of Pharr but more so the Costco Architect for the noise and public safety. Costco and several places throughout the city have painted over the lettering, which if you get a citation for they can come back saying it was improperly marked. Citizens should not be treated any different than Corporate entities regarding issuing citations.

**ITEM 3 (a) CONSIDERATION AND ACTION, IF ANY, ON APPROVAL ON MINUTES FOR
MARCH 27, 2018.**

Vice-Chairperson Lizcano **moved** to approve minutes as submitted. Chairperson Rodriguez seconded the motion and when put to a vote, it carried unanimously.

ITEM 3 (b) CONSIDERATION AND ACTION, IF ANY, APPROVING AND ACCEPTING THE RAW AND FINAL SCORES FROM THE PROMOTIONAL EXAM ADMINISTERED FOR SERGEANT FOR THE POLICE DEPARTMENT ON THURSDAY, APRIL 12, 2018.

Vice-Chairperson Lizcano would like to make noted of the time-line, assistance, resources and time available for studying for the exam.

Civil Service Director Anali Alanis has assured that resources / study books have been made available and are accessible not only at the Police Department but at City Hall as well.

Vice-Chairperson Lizcano moved to approve minutes as submitted. Chairperson Rodriguez seconded the motion and when put to a vote, it carried unanimously.

ITEM 3 (c) CONSIDERATION AND ACTION, IF ANY, APPROVING AND ACCEPTING THE RAW AND FINAL SCORES FROM THE PROMOTIONAL EXAM ADMINISTERED FOR ENGINEER FOR THE FIRE DEPARTMENT ON THURSDAY, APRIL 26, 2018.

Vice-Chairperson Lizcano moved to approve minutes as submitted. Chairperson Rodriguez seconded the motion and when put to a vote, it carried unanimously.

ITEM 3 (d) CONSIDERATION AND ACTION, IF ANY, APPROVING AND ACCEPTING THE ELIGIBILITY LIST FROM THE PROMOTIONAL EXAM ADMINISTERED FOR ENGINEER FOR THE FIRE DEPARTMENT ON THURSDAY, APRIL 26, 2018.

Vice-Chairperson Lizcano moved to approve minutes as submitted. Chairperson Rodriguez seconded the motion and when put to a vote, it carried unanimously.

ITEM 4 ADMINISTRATIVE REPORTS

Fire Chief Lenny Perez announced with the approval of the eligibility list for Engineer the promotion of Jesse Rosillo and the now vacancies for firefighter and future hiring of two. Three Firefighters have been hired off the existing eligibility list, one being female, making her the 3rd female firefighter for the City of Pharr. Fire hosted the City teambuilding event which allowed individuals the opportunity to experience the agility test provided to the firefighters. The department is working on the next budget and Fire Station 4 is under construction.

Vice-Chairperson Lizcano questioned what does the EMS company provide regarding training and software?

Chief Perez has advised that no software is being purchased, it is all subscription based, EMS website and software. EMS logs hours and has available for FD if needed. With the subscription, available training can be done on or off duty with the accessibility.

Mr. Lizcano has expressed that the City needs to hold the ambulance company responsible for providing specific number of hours and should have been made as part of contract when in negotiation. Perhaps this is something that can be looked into as it would benefit the Firefighters.

Police Chief Luengo informed the commission of the ceremony previously held during Police Memorial Week for the fallen officers which included a Blue mass, Golf tournament and participation of our community. In the process of hiring six certified peace officers. PD has received ten 2018 Chevy Tahoe units and should be ready in a month after striping and equipment has been added. PD has also been working on updating their website to make it more fun and user friendly in hopes of recruiting potential candidates. Worked with TXDOT to provide flyers to citizens informing of most common infractions that cause accidents. Pharr PD also had a Mother's Day event in hopes of engaging with the community.

ITEM 5 CIVIL SERVICE COMMENTS

Mr. Lizcano would like to give thanks to the Fire and Police departments for the assistance they provided for the Memorial Day service for the fallen heroes.

ITEM 6 CIVIL SERVICE DIRECTORS REPORT

Director Alanis reported the promotional Sergeant exam for PD scheduled for Wednesday, May 30th and current CBA negotiations with Police union.

ITEM 7 CLOSED SESSION: IN ACCORDANCE WITH CHAPTER 551 OF THE TEXAS GOV'T. CODE, THE CIVIL SERVICE BOARD OF COMMISSIONERS HEREBY GIVES NOTICE THAT IT MAY MEET IN EXECUTIVE SESSION TO DISCUSS THE ITEMS LISTED ON THE PUBLIC PORTION OF THE MEETING AGENDA, INCLUDING ITEM(S) 3-8 IN ACCORDANCE WITH THE FOLLOWING PURSUANT TO SECTION 551.071, 551.074, 551.075, 551.076 AND 551.084

The time being, Chairperson Rodriguez stated the commission would be entering a closed session.

ITEM 8 RECONVENE INTO REGULAR SESSION, AND CONSIDER ACTION, IF NECESSARY ON ANY ITEM(S) DISCUSSED IN EXECUTIVE SESSION.

The time being_____, Chairperson stated the commission would be resuming the open meeting.

No Action

ITEM 9 ADJOURNMENT

There being no further business to come before, Vice-Chairperson Lizcano **moved** to adjourn. It was seconded by Chairperson Rodriguez and when put to a vote the motion carried unanimously. Meeting adjourned at 2:18 pm.

Chairperson Dolores Rodriguez

Vice-Chairperson Mario Lizcano

Board Member Vittorio Puente



AGENDA MEMORANDUM



BOARD: Civil Service Commission

AGENDA ITEM #: 3.B.

DATE SUBMITTED: June 20, 2018

MEETING DATE: June 26, 2018

FROM: Beatriz Fuentes, HR Coordinator

DEPARTMENT: HR

DIRECTOR: Anali Alanis

Agenda Item: Consideration and action, if any, approving and accepting the raw and final scores from the promotional exam administered for Sergeant for PD on Wednesday, May 30, 2018.

Classification: Regular

(* If closed session, City Attorney must review and approve.)

Exclude Material from Public Packet? No

Reason:

Issue: N/A

Financial Consideration: N/A

Staff Recommendation:

Alternatives: N/A

ROUTING:

Beatriz Fuentes

Created/Initiated - 06/20/2018

Anali Alanis

Final Approval - 06/20/2018



OFFICE OF THE CIVIL SERVICE DIRECTOR
118 SOUTH CAGE, 2ND FLOOR
PHARR, TEXAS 78577
402-4150 EXT. 1101
RESULTS
PROMOTIONAL EXAM
SERGEANT
POLICE DEPARTMENT

<u>Social Security Number</u>	<u>Raw</u>	<u>Final</u>
1. 7426	70	80
2. 1886	72	77
3. 5664	67	67
4. 4607	66	66
5. 0705	61	61
6. 4330	60	60
7. 1977	60	60
8. 1431	54	54
9. 0318	54	54
10. 6656	47	47

This is a result of the promotional exam administered Wednesday, May 30, 2018 for the rank of Sergeant in the Police Department.


Anali Alanis, Civil Service Director

POSTED: MAY 30, 2018



AGENDA MEMORANDUM



BOARD: Civil Service Commission

AGENDA ITEM #: 3.C.

DATE SUBMITTED: June 20, 2018

MEETING DATE: June 26, 2018

FROM: Beatriz Fuentes, HR Coordinator

DEPARTMENT: HR

DIRECTOR: Anali Alanis

Agenda Item: Consideration and action, if any, approving and accepting the eligibility list from the promotional exam administered for Sergeant for PD on Wednesday, May 30, 2018.

Classification: Regular

(* If closed session, City Attorney must review and approve.)

Exclude Material from Public Packet? No

Reason:

Issue: N/A

Financial Consideration: N/A

Staff Recommendation:

Alternatives: N/A

ROUTING:

Beatriz Fuentes

Created/Initiated - 06/20/2018

Anali Alanis

Final Approval - 06/20/2018

**ELIGIBILITY LIST
PROMOTIONAL EXAM
SERGEANT
POLICE DEPARTMENT
MAY 30, 2018**

1. Jose De Hoyos
2. Ernesto Vargas

The eligibility list created for the rank of Sergeant from the promotional exam held May 30, 2018 will remain in effect for a period of one year or until exhausted, Whichever date comes first.

Anali Alanis, HR/ Civil Service Director

APPROVED AND CERTIFIED BY THE CIVIL SERVICE COMMISSION
ON TUESDAY, JUNE 26, 2018.

POSTED: WEDNESDAY, JUNE 27, 2018